T.R.I.M.

Tree Resource Improvement and Maintenance ▪ Cost-Share Program

The Tree Resource Improvement and Maintenance (TRIM) Program is a competitive cost-share program provided and administered by the Missouri Department of Conservation in cooperation with the Missouri Community Forestry Council. The purpose of the program is to provide financial assistance for the management, improvement or conservation of the urban and community forest.

Program Goals

1. To assist communities in initiating or significantly improving their efforts to care for the community forest
2. To encourage communities to have a sustainable, balanced and comprehensive community forestry program. A sustainable, balanced and comprehensive community forestry program ideally should be based on a current tree inventory and managed with the guidance of a community forestry professional.
3. To promote community forestry benefits through the proper management and care of trees in Missouri communities

Eligible Applicants

- All units of government
- Public schools
- Non-profit groups with appropriate permission documented. Such organization must be a 501(c)(3) with a federal identification number.

NOTE: *All projects must be located on publicly owned property.*

Eligible Activities

Activities are listed in order of priority.

- Municipal tree ordinance development by a forestry consultant
- Development and adoption of a written community tree management plan
- Community tree inventories (hazardous tree survey and maintenance needs survey)
- Training of city employees and volunteers to improve community forestry practices
- Purchase of tree care education materials, such as books, videos and computer software
- Initial costs of certification for in-house employees by the International Society of Arboriculture
- Development and/or distribution of tree care-related educational materials, such as pamphlets, brochures, videos, PSAs or door hangers (not produced for resale)
- Removal of hazardous trees

- Pruning according to ANSI A300 specifications—no topping
  See American National Standards Institute *A300 Standard Practices for Woody Plant Maintenance* (ANSI A300). Copies available from: International Society of Arboriculture, P.O. Box 3129, Champaign, IL 61826, phone (217)355-9411
- Tree planting projects as part of a comprehensive tree management program
- Other projects not specifically listed that fit the program goals may be considered

Deadlines

May 15—Applicants must have consulted with a local Department of Conservation forester.

June 1—Applications, complete with a Department of Conservation forester's signature, must be postmarked on or before **June 1** and sent to:

Community Forestry Coordinator
Forestry Division
Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102-0180

Mid-September—Applicants will be notified of approval status.

May 1—Approved applicants must have projects completed.

Program Guidelines

- *All trees and all projects must be located on publicly owned property.* Non-profit organizations may apply, but all work must be on publicly owned property. Applications from non-profits must be accompanied by a letter of permission from the affected municipality.
- Maximum Department of Conservation funding per project is $10,000, with a minimum of $1,000.
- All entries will compete for available funds using established criteria.
- Successful applicants will be reimbursed for the appropriate share amount after the project is completed and approved.
- All applicants must consult with a local Missouri Department of Conservation forester and obtain his or her signature on the enclosed **Cost-Share Request form** before applying for funding. Please contact your local Forestry Division office to set up an appointment for consultation (see listing of regional offices enclosed).
- Tree planting projects must conform to the "Standard Tree Planting Detail" (see enclosed).
- All projects will be subject to follow-up inspections to assess their long-term effectiveness. Future funding may be denied if projects are poorly maintained or managed.

- Planted trees must be between 1 and 3 inches in stem diameter for deciduous trees (about 6 to 16 feet tall), and between 4 to 16 feet in height for evergreen trees. Shrubs and other plants are not eligible for cost-share assistance but may be part of the total project.
- Planted trees must be guaranteed for one year after planting. Such guarantee must be provided by the nursery and clearly indicated on their estimates.
- All hazardous trees must be identified by a certified arborist, forester or similarly qualified person.

Matching Funds Guidelines

- Funds are awarded on a matching basis. All projects are eligible for a 60 percent match. Projects located in communities that currently have Tree City USA designation are eligible for an additional 15 percent bonus match. Projects submitted by a winner of a Missouri Arbor Award of Excellence in the last 12 months are eligible for an additional 5 percent bonus match.
- Funds may not be used to purchase equipment; however, equipment purchase costs may be used as an applicant's share of the total cost of a project.
- Applicants may match cost share funds with cash, donations, in-kind contributions and administrative costs directly related to the approved project.
- Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement, except for tree planting plan preparation fees.
- All project costs approved for funding must be documented, whether the costs apply to the Department of Conservation's portion or to the applicant's match.
- Maintenance of newly planted trees will not be cost-shared.
- Applicants funded in the previous year will be given lower priority but may still be funded.

Payment Process

Applicants will be reimbursed for the appropriate share amount after the project is completed. After completion, applicants must notify their local Department of Conservation Forestry Division contact in writing and provide copies of **paid** receipts and itemized documentation of in-kind matches and donations. Inspection of the completed project and approval will be made by the local Forestry Division regional supervisor or a representative.

Judging Criteria

The application process is competitive. A panel of Department of Conservation Forestry Division employees and members of the Missouri Community Forestry Council will judge all proposals.

Applicants will be evaluated by the following criteria:

- Inclusion of all required information (see Application Procedure, page 4)
- Proposals demonstrating that the project is a component of a total tree management program.
- Project's capacity for promoting, improving and developing a community's urban forest resource
- Technical merit
- Relative value to the site and community
- Educational value and opportunities
- Percentage of community or census block with household income below poverty level (2000 U.S. Census Data) or percent of students enrolled in free or reduced lunch program
- Thoroughness and completeness of management plan or planting and three-year maintenance plan
- Reasonable estimates for all expenditures

Not all criteria will apply to all projects. MDC funds will be awarded based upon the number of applications and available funds. Requested funds may be reduced if cost estimates are judged to be excessive.

Application Procedure

Applications must include all six of the following elements. Incomplete applications will not be evaluated. **Two copies of the six required elements must be submitted.**

1. Estimated Project Cost Worksheet and Cost Share Request Form

2. Concise Narrative

A concise narrative clearly states the purpose and objectives of the project and explains how the project impacts long-range urban or community forestry goals. Projects which address one or more "Program Goals" are desirable. Be sure that your description addresses the judging criteria and includes detail on the following:

- End product or result
- How this project fits into your present tree management program
- Participants and their roles (such as employees, contractors, volunteers and business or civic sponsors)
- Facilities and equipment needed to accomplish project
- A completion timetable
- Name and address of individual charged with administering the project
- How this project will be publicized and/or shared with the community

3. Maps

- All applications must include a location map that shows how the project site relates to the surrounding area and the community as a whole.
- Planting projects must also include an accurate plan-view drawing to scale with a north arrow of the proposed project. Plans must include buildings, above- and below-ground utilities, streets, walks and existing trees on and adjacent to project site as well as proposed trees to be planted.
- Maintenance projects, such as a street tree inventory, hazard tree removals and pruning activities, must also include a city map showing the location of proposed work and street address.

4. Itemized Budget

- An itemized budget, including all expenses and sources of funds, should clearly identify activities and their associated costs. For example, include the purchase and installation of trees according to specifications, a complete list of the trees to be planted (including tree size and species) and numbers of trees to be pruned or removed. All costs must be documented. Describe all in-kind matches (such as administration and materials) and donations.
- Provide an estimate on commercial bid form or letterhead of all contracted costs. Tree-planting projects must include a nursery estimate listing all trees to be planted and guaranteeing one year's survival on all trees.
- If employees will complete work, please estimate these labor costs separately. If volunteer labor will be used, please estimate volunteer time at the rate of $10 per hour per person.

5. Three-year Tree Maintenance Plan

Tree planting projects must include a written three-year tree maintenance plan that details tree care procedures and identifies caretaker(s). Minimum maintenance includes watering, monitoring for insect and disease problems and re-mulching for three years after planting. *Costs of these activities are not eligible for cost share.*

6. Permission Letter

A letter of permission from the affected municipality must be included if the proposed project is located on land not owned by the applicant.

For a copy of the TRIM Workbook to help you complete the application, write to:

Community Forestry Coordinator
Forestry Division
Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102-0180
(573)522-4115, ext. 3116
www.missouriconservation.org

T.R.I.M. Estimated Project Cost Worksheet

Applicant _____ Contact person _____

Address _____

Phone _____ County _____

City/State _____ ZIP (9-digit ZIP required) _____

Project location _____

Mo. Representative for project area _____ Mo. Senator for project area _____

Project Type *(check all that apply)*:

☐ Inventory ☐ Removal ☐ Pruning ☐ Education ☐ Planting ☐ Other

Provide costs only for items associated with your project.

A. Reimbursable Costs	Amount
1. Contract fee *(tree management plan, material development, inventory)*	_____
2. Contracted labor *(tree removals, pruning, planting, inventory)*	_____
3. Purchased materials for inventory or tree work	_____
4. Equipment rental *(inventory, planting or other tree work)*	_____
5. Education *(training course fees, program materials)*	_____
6. Tree planting plan preparation fee	_____
7. Trees for planting and delivery, less any discount	_____
8. Purchased materials for planting *(stakes, mulch)*	_____
SUBTOTAL	**$**_____

B. Non-reimbursable Costs	
1. Administrative costs *(tree care, education, inventory)*	_____
2. Paid employee labor *(tree care, education, inventory)*	_____
3. Donated labor *(tree work, planting or inventory (at $10/hr))*	_____
4. Donated equipment costs	_____
5. In-kind equipment	_____
6. Donated materials *(stakes, mulch, etc.)*	_____
7. Discount or credit for trees or tree planting	_____
8. Other	_____
SUBTOTAL	**$**_____

C. Total Estimated Project Costs

(Add above and round to nearest dollar.) **$**_____

Transfer total to back side of form

Please complete Cost Share Request Form on reverse side.

T.R.I.M. Cost-Share Request Form

Applicant _____ Contact person _____

Project location _____

C. Total Estimated Project Costs

$_____
Amount from front side of form

D. MDC Cost Share Computation

MDC Cost Share $_____
(60% X Total estimated project cost)

Tree City USA Bonus $_____
(15% X Total estimated project cost)
NOTE: *To qualify for bonus, project must be located in a community that is currently certified as a Tree City USA.*

Missouri Arbor Award of Excellence Bonus $_____
(5% X Total estimated project cost)
NOTE: *To qualify for bonus, applicant must be the winner of an MAAE award in the last 12 months.*

SUBTOTAL
Add all amounts in D (above): $_____

SUBTOTAL REIMBURSABLE COSTS
Enter the SUBTOTAL from A on front side: $_____

TOTAL MDC COST SHARE $_____
Enter the smaller of the above two lines. Total MDC Cost Share cannot exceed Reimbursable Costs. Maximum available is $10,000.

E. Local Cost Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs $_____

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute *A300 Standard Practices for Wood Plant Maintenance* specifications and that trees will be planted in accordance with the enclosed "Standard Tree Planting Detail."

_____
Name and Title of Representative

_____
Signature of Representative Date

_____
Signature of Missouri Department of Conservation Forester Date

Revised February 2006

TRIM Application Workshops

SPRING 2006

The Missouri Department of Conservation will be holding workshops for those interested in applying for TRIM. The workshops will be held in the following cities:

SPRINGFIELD
Thursday, March 16, 9–11 a.m.
Springfield Conservation Nature Center
4600 S Chrisman
Registration required.
Contact Cindy Garner at cindy.garner@mdc.mo.gov
or call (417)895-6880, ext. 1037

KANSAS CITY
Tuesday, April 18, 10 a.m.–noon
Discovery Center
4750 Troost Ave.
Registration is not required.
Contact Helene Miller at helene.miller@mdc.mo.gov
or call (816)759-7305, ext. 2228 for more information

COLUMBIA
Tuesday, April 18, 9–11 a.m.
Missouri Department of Conservation Central Regional Office
1907 Hillcrest Drive
Registration required.
Contact Ann Koenig at ann.koenig@mdc.mo.gov
or call (573)882-8388, ext. 227

Additional workshops may be scheduled.
Please contact Justine Gartner at (573)522-4115, ext. 3116 or at justine.gartner@mdc.mo.gov for opportunities in your area.

Missouri Department of Conservation Regional Offices

MISSOURI RIVER UNIT

Central Regional Office
1907 Hillcrest Drive
Columbia 65201
(573)884-6861

Kansas City Regional Office
3424 NW Duncan Road
Blue Springs 64015
(816)655-6250

Northeast Regional Office
2500 S. Halliburton
Kirksville 63501
(660)785-2424

Northwest Regional Office
701 James McCarthy Drive
St. Joseph 64507
(816)271-3100

OZARK UNIT

Ozark Regional Office
P.O. Box 138
551 Joe Jones Blvd.
West Plains 65775
(417)256-7161

St. Louis Regional Office/August A. Busch Memorial Conservation Area
2360 Hwy. D
St. Charles 63304
(636)441-4554

Southeast Regional Office
2302 County Park Drive
Cape Girardeau 63701
(573)290-5730

Southwest Regional Office
2630 N. Mayfair
Springfield 65803
(417)895-6880

Standard Tree Planting Detail

Serving nature and you

Selecting trees

Consider the limitations of the planting site, the purpose for the tree, and each tree's unique growing requirements before selecting the type of tree to be purchased. Before purchasing, check to be sure that the new tree does not have a great deal of soil added over the root flare. The root flare is the point where the top major roots extend out from the tree trunk. Unfortunately many new trees have the root flare buried under several inches of soil. This is to be avoided if possible.

Determine the proper planting depth

Trees should be planted with their top major roots even with the soil line (see Figure 1). Trees planted at the wrong depth do not develop well and may have shortened life spans. Excess soil should be removed before planting.

For balled and burlap-wrapped trees, gently poke a stiff wire through the burlap next to the tree trunk until you hit a root. Note the distance between the top of the root ball to the first root. Check in two or more locations around the trunk to make sure you've located the top major roots. Leave the burlap in place to do this to make moving the tree easier. The distance from the top-most buried root to the bottom of the ball is the correct depth to dig your hole. Carefully remove the excess soil from the top of the root ball once it is in the planting hole. Container trees should have the soil carefully removed from the top, exposing the root flare, and then planted.

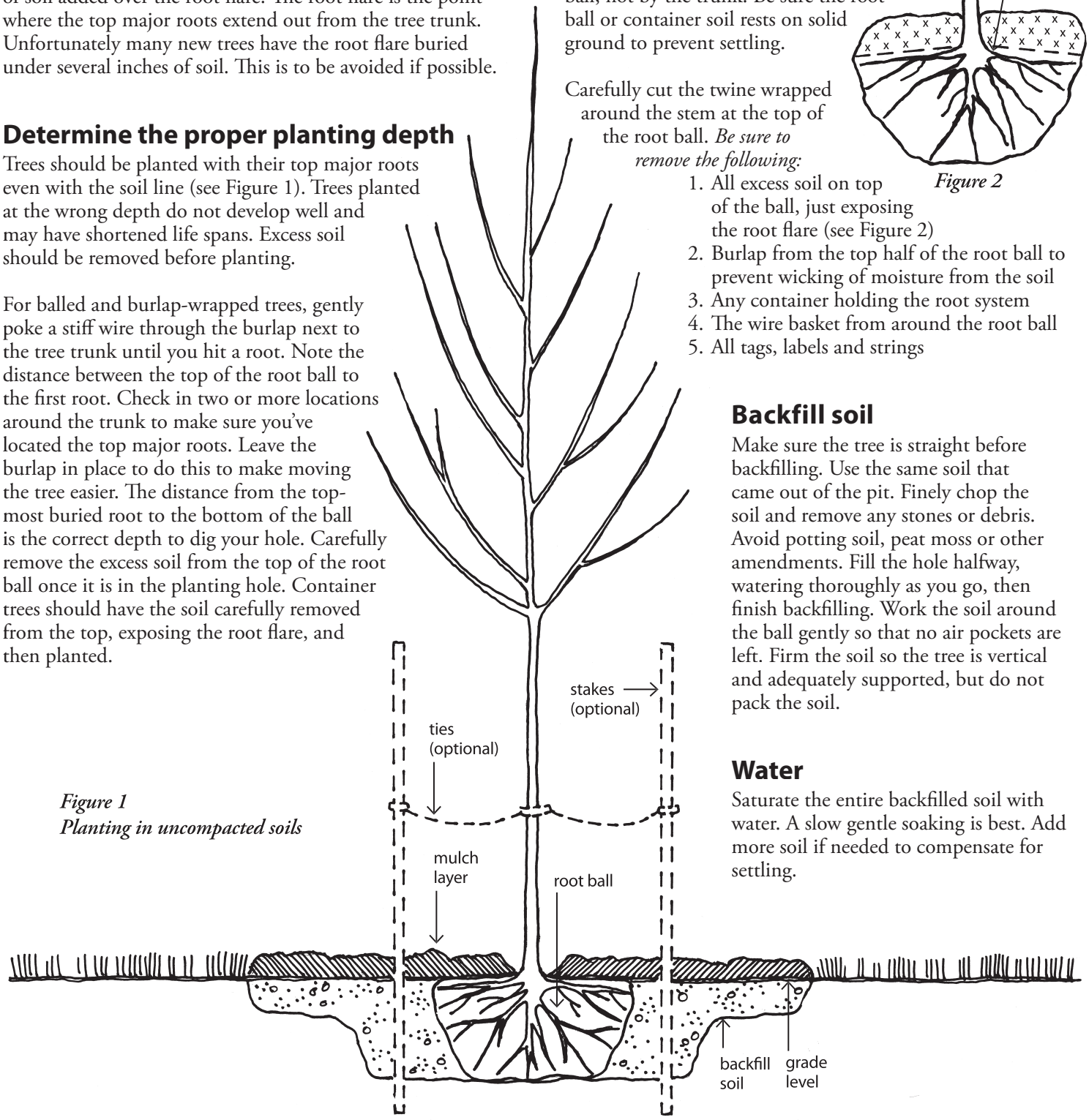

Figure 1
Planting in uncompacted soils

The planting hole

Dig a pit at least twice the diameter of the root ball and deep enough to place the root flare even with or up to one inch higher than the soil line. Handle the tree by the root ball, not by the trunk. Be sure the root ball or container soil rests on solid ground to prevent settling.

Figure 2

Carefully cut the twine wrapped around the stem at the top of the root ball. *Be sure to remove the following:*

1. All excess soil on top of the ball, just exposing the root flare (see Figure 2)
2. Burlap from the top half of the root ball to prevent wicking of moisture from the soil
3. Any container holding the root system
4. The wire basket from around the root ball
5. All tags, labels and strings

Backfill soil

Make sure the tree is straight before backfilling. Use the same soil that came out of the pit. Finely chop the soil and remove any stones or debris. Avoid potting soil, peat moss or other amendments. Fill the hole halfway, watering thoroughly as you go, then finish backfilling. Work the soil around the ball gently so that no air pockets are left. Firm the soil so the tree is vertical and adequately supported, but do not pack the soil.

Water

Saturate the entire backfilled soil with water. A slow gentle soaking is best. Add more soil if needed to compensate for settling.

Mulch

Cover smoothed soil with 3 inches of wood or bark chips. Shape the mulch into a doughnut 2 to 3 feet wide, leaving a small gap near the trunk. Do not mound mulch onto the trunk of the tree. Mounding encourages root girdling, which can weaken and kill trees. Black plastic, grass clippings or sawdust should not be used as mulch. Keep mulch weeded. Replace as needed.

Pruning

Remove only broken or badly deformed branches the first year. Begin a regular pruning program the second or third year after planting.

The following procedures are optional

Stakes

Stakes may be used to prevent shifting of the root ball or to protect the stem from mowing equipment. If needed, the tree should be guyed strongly enough to provide support, but flexibly enough to allow 6 to 8 inches of sway. Drive one or more stakes near the tree but not through the roots.

The best guying materials are wide and flexible, such as plastic horticultural tape or canvas webbing. If guy wires are used, placed them through tubing or hose sections to prevent damage to the bark. All guys/ties should be placed low on the trunk. Remove guys/ties as soon as the tree can stand alone—about 3 months, but no longer than a year after planting.

Trunk wrap

Research indicates that trunk wraps provide little, if any benefit to trees. In fact, they can encourage damaging insects or disease-causing fungi. Avoid using trunk wraps unless specifically recommended.

Planting in compacted soils

To test for compacted soil, do a simple percolation test. Dig a hole 12 inches to 18 inches deep and fill it with water. If any water is still in the hole 12 to 18 hours later, then you have compacted or heavy clay soils.

Roots need oxygen, so dig a wide, shallow hole three to four times the width of the root ball or container and only half as deep. Mound backfill soil slightly to the top of the root flare, covering the entire excavation. This creates a raised planting bed, which will improve the tree's performance (see Figure 3). Soils that hold excessive moisture may need a subsurface drain tube installed below the root ball.

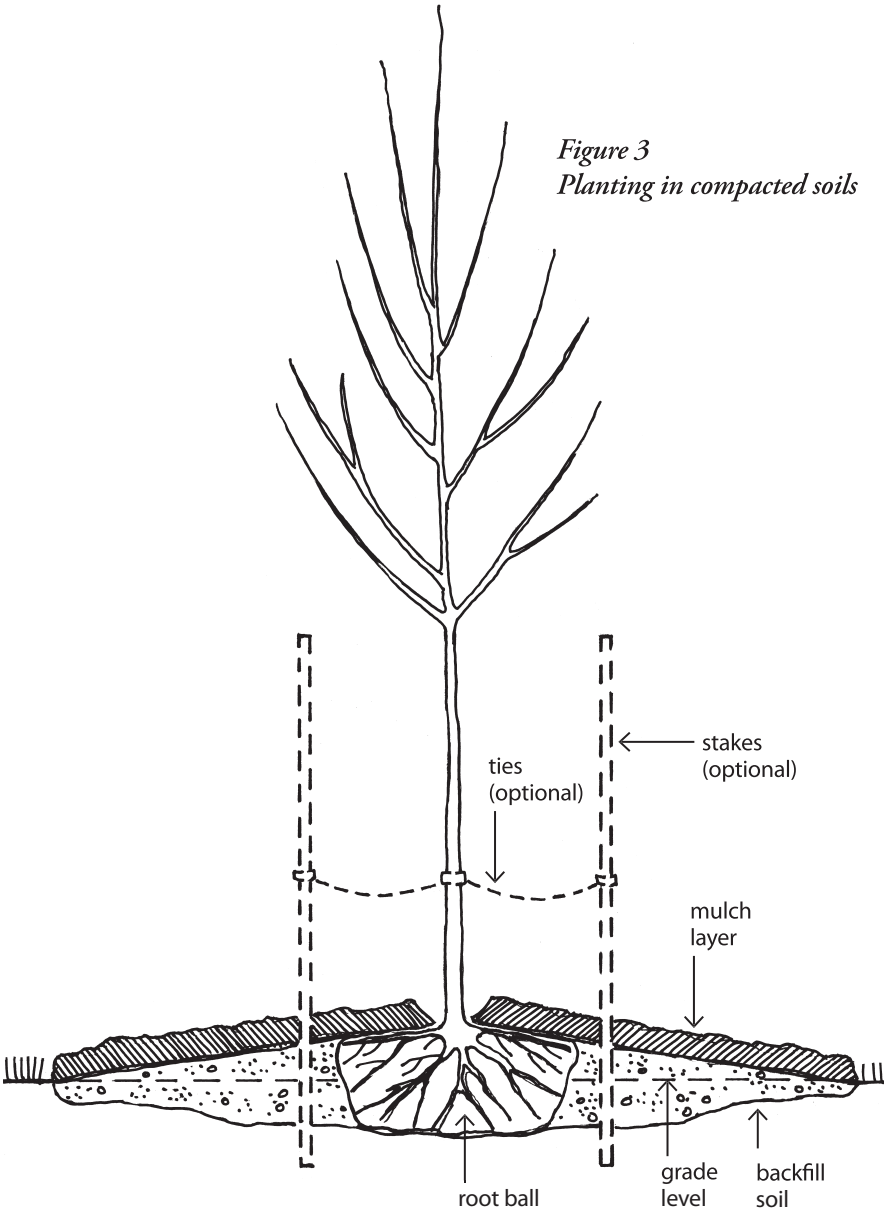

Figure 3
Planting in compacted soils

Serving nature and you™

Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102-0180
www.missouriconservation.org

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